



# KEWAUNEE COUNTY ADMINISTRATOR'S OFFICE

*Jennifer Gonzalez*  
*Public Information Officer, Kewaunee County*  
*Office: (920) 388-0567*  
*Email: gonzalez.jennifer@KewauneeCo.org*

---

## FOR IMMEDIATE RELEASE

**March 2, 2020**

### **Kewaunee County Offers Passport Photo Service**

KEWAUNEE, WI – Are you planning for a vacation out of the country? The Kewaunee County Clerk's Office offers a passport photo service that is in addition to accepting passport applications, and there's no waiting in line.

Photo sessions are by appointment ONLY. The Clerk's Office, 810 Lincoln Street, Kewaunee, will take appointments Monday-Friday from 8AM-4PM with the exception of holidays. Please call (920) 388-7133 to schedule a time to come. The cost for a passport photo is \$12 and payable by cash, check, debit or credit card.

Since starting the service in September of 2018, the Kewaunee County Clerk's Office has taken more than 300 passport photos.

When having your photo taken, federal law requires:

- Your head faces the camera directly with full face in view.
- Neutral facial expression (no open mouth smile), with both eyes open.
- Everyday clothing is worn.
- No glasses.
- No hats or head coverings. (Unless religious or medical, verification required)
- No headphones or wireless hands-free devices.

Please be aware that routine processing for passport services takes six to eight weeks. Additional information on passports, including application fees can be found online at <https://travel.state.gov/content/travel/en/passports.html/>.

###

Kewaunee County  
810 Lincoln Street  
Kewaunee, WI 54216

PHONE (920) 388-7164  
FAX (920) 388-7101  
WEBSITE <http://www.kewauneeco.org>

Kewaunee County is an Equal Opportunity Employer